



SOUTH COUNTY CIVIC CENTER

FACILITY POLICIES and CONTRACT REGULATIONS

It is the responsibility of the applicant to read the following policies **BEFORE** completing the rental contract and **BEFORE** signing the application. Failure to adhere to such policies may result in the loss of your security deposit and may also jeopardize future rental requests by the applicant. All reservations are handled through the staff at the South County Civic Center. The facility rental policies and application can be picked up at the Civic Center or found online. Any questions regarding any of the following policies can be answered by contacting the South County Civic Center at 561-495-9813.

Admission. No admission may be charged unless specified in writing at the time the application is signed.

Application. Application for rental use must be made in person during regular business hours and must be made on the rental application provided by the South County Civic Center and signed for an applicant assuming responsibility for the rental. This person must be present during the rental period. The applicant must be at least 21 years of age. Applications may not be secured no more than 12 months prior of the desired date. A security deposit of \$250.00 is due at signing of contract to secure your reservation. Applications will not be accepted without payment of the security deposit.

Banners. Banner requests must be made in writing at least 30 days prior to event and language approved.

Cancellations. At the sole discretion of Palm Beach Parks & Recreation or local law enforcement present, a rental may be cancelled without a refund if the rental applicant/participants do not adhere to the South County Civic Center rules, ordinances, condition or restrictions under which the permit was issued.

Capacity. All room capacities must be adhered to. Any group surpassing the published room capacities will be asked to leave the premise and will forfeit the security deposit.

Children. Minor children must be supervised by an adult throughout the time that they are in the facility.

Clean-up. Applicant must leave the facility and its contents in the same condition in which you found them. Place all trash in the receptacles provided. Each group is responsible for the general clean-up of the room (s) rented. General clean-up refers to removing all loose trash including food, beverages, decorations from tables, kitchen and all rented areas and placing in receptacles in the room.

Conduct. Courtesy and safety are mandatory. Equipment abuse, profanity, and fighting are unacceptable behavior. The South County Civic Center reserves the right to remove any person behaving in an objectionable manner, causing disruption to guests and/or staff, or a vendor with inappropriate or questionable displays, at the expense of the Renter.

Damage. Renter will be responsible for the replacement or repairs of the building or its contents therein which becomes broken, defaced, or damaged by members of rental group or their children. No persons shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the South County Civic Center.

Decorations. Decorations must be freestanding or tabletop. Nothing may be hung from the walls or ceilings. The use of glitter, confetti, nails, tacks, push pins, hooks, glue, staples, or other surface adhesives or objects that may damage the walls or other County property is prohibited. The use of incense, smoke and/or fog machines, throwing of rice, confetti, bird seed or other materials is strictly prohibited.

Equipment. Renters have the opportunity to request in advance use of equipment on the rental application. Guarantee of securing equipment is on a first come first serve basis based on advanced requests.

Fees. The South County Civic Center assesses fees according to the Board of County Commissioners approved fee schedule. Fees are subject to change. The security deposit secures your requested date, not the fees. The fees are assessed by either civic or private rates. Civic rates are available for not-for-profit organizations possessing a 501 (c) certificate from the IRS. To qualify, an organization must have an elected board, and meet regularly. Documentation is required. Private rates are applied to incorporated businesses, and social functions including but not limited to weddings, banquets, birthday parties, anniversary parties, retirement parties, baby showers etc. No fees are waived unless approved by the Department Director.

Fire Safety. All safety precautions necessary for fire protection and safety must be observed. Exits and entry ways must be kept clear of obstructions at all times.

Food Preparation Kitchen. Renters have the opportunity to request use of the prep kitchen. Kitchen includes commercial grade refrigerator and freezer and an ice machine. Cooking, eating and serving utensils along with paper goods are not provided. Cooking is not permitted inside of the kitchen. Kitchen must be cleaned prior to exit of facility. Deductions will occur if the kitchen is not left clean, and if there is damage to the kitchen and/or equipment.

Furniture. Lobby furniture may not be moved. The Civic Center will provide tables and chairs according to the renter's room choice layout. Facility owned tables and chairs are not permitted outside of the Civic Center or to be used in the prep kitchen.

Misrepresentation. Palm Beach County reserves the right to withhold the security deposit or a portion and shut an event down if it is found that the applicant misrepresented information on any of the rental documents. Misrepresentation is the responsibility of the applicant. Any such misrepresentations may result in denial of future rental requests. Examples include but are not limited to:

- Failure to disclose the true nature of the activity.
- Exceeding the reported number of guests or capacity of the facility.
- Failure to report the sale of alcohol.

Opening. The building will not be open until the stated time on the rental permit. The building will not be open for anyone other than the applicant or his/her designee (s).

Parking. Parking is allowed in designated parking spots only. Overnight parking is prohibited.

Payment. A security deposit in the amount of \$250.00 is due upon booking the facility for some events. The final payment is due between three months to no later than 30 days prior to the event. Partial payments are not accepted. Failure to pay the balance by the due date will result in cancellation of the agreement and forfeiture of a portion of security deposit monies paid. For civic rentals, \$100 will be forfeited and for private rentals, \$150.00 will be forfeited. For weekly and monthly organizations, payment is due prior to scheduled meeting date. A security deposit is not applicable to meetings.

Personal Property. Palm Beach County Parks & Recreation is not responsible for any personal property that is left on premise by an individual or group using the Civic Center.

Pets. No pets are allowed in the facility with the exception of service animals.

Request for Rental. Approvals for use will be on a first come-first serve basis and depends on space availability. Requests for rentals will not be considered official without the signed application and payment of the security deposit. If you wish to view the facility, it is recommended that you call in advance of your visit to be sure the room is available for viewing.

Responsibility. One representative from the rental group/organization is solely responsible for making all rental arrangements with the Civic Center staff. The group contact is required to attend all meetings and remain on premise until all members have left and will walk through the rental area with staff prior to leaving.

Revocation. The permit may be revoked due to misconduct, falsification of information, or failure to comply with the rental policies as described herein. In this event, all future rental requests made by the applicant or organization will not be approved and/or accepted.

Room Set-up. A detailed room set-up diagram is required two weeks prior to event. If the renter decides to change the requested set-up on the day of the event, it is the renter's responsibility to make all necessary changes.

Rules. The Civic Center is under the exclusive control of Palm Beach County Parks and Recreation Department. County employees have the authority and will enforce all rules and regulations governing the use of the Civic Center. All activity on the Civic Center property will be conducted according to applicable laws, rules, regulations, and County ordinances.

Security. Palm Beach County Parks & Recreation Department may require security for some events including the Palm Beach County Sheriff's Office, at the renter's sole expense. The determination of the number of officers and associated fees will be provided by the Sherriff's permitting office. All fees must be paid to the Sherriff's office prior to event. Failure to do so will result in the cancellation of the rental.

Security Deposit. The security deposit is due when making the reservation. The security deposit will be refunded within 6-8 weeks of the rental. Damage fees are based on replacement or repair costs incurred by the County and may exceed security deposit amount. Renter is required to pay for anything greater than amount collected to cover the cost of the repair or replacement of damaged items. Within three business days the Facility Manager will contact the group to discuss any damages. Damage fees may include, but are not limited to:

- Removal of carpet stains requiring more than standard extraction techniques.
- Stains on the walls
- Broken furniture and/or equipment
- Defacement of any part of the interior or exterior of the facility.
- Damage created by improper use of equipment or non-compliance of facility rules.
- Equipment found to be missing as a result of a group utilizing facility.
- Any other circumstances which justify a damage fee.

A security deposit may not be required for:

- Any groups, clubs or organizations which utilize the facility on a regular basis for multiple meetings during the year, and have rental fees paid in advance.
- Government agencies and other organizations granted fee waivers by the Department Director.

Set-up. The rental fee includes tables and chairs based upon the room occupancy. Rental hours purchased should include any time needed for set-up and decorating.

Smoking. The Civic Center is a non-smoking and drug-free facility. Use of tobacco products are NOT permitted in the facility. Patrons who wish to use tobacco products may do so outside of the facility in the designated smoking areas with the doors completely closed.

Storage. Storage space is not available. Please leave the facility and its contents in the same condition in which you found them.

Sub-leasing or subcontracting. Sub-leasing or sub-contracting of this facility is not permitted.

Tax exemption: Any organization claiming exemption from the state sales tax must provide a copy of its Florida Sales Tax Exemptions Form. The name of the organization, as it appears on the check or credit card, MUST match the name on the certificate.

Termination of Contract/Refund Policy. Renter has thirty days prior to the event date to cancel for a full refund of all fees paid excluding a portion of the security deposit. For civic rentals, \$100 will be forfeited and for private rentals, \$150.00 will be forfeited. No refund is given less than 30 days from event date.

Usage hours. Usage hours are subject to the approval on the rental permit. All changes in usage and usage hours must be arranged with in advance with the Registration clerk or Facility Manager. Changes may influence the original permit approved. Facility rentals are up to 10pm Sunday-Thursdays and midnight Friday & Saturday.

Weekend Use. Rentals of the Civic Center on a Saturday or Sunday must rent the entire assembly room for a minimum of 4 hours. All rentals will be charged maintenance overtime of \$31.00/hr for the duration of the rental.

PAYMENT TIMELINE

Due at Booking 6mths-1yr	Due 1-3 months before event	Due 7-14 days before event
*Completed application with signatures. *Payment of security deposit. *Tax exempt certificate if applicable. *Documentation of 501 (c) status, if applicable.	*Confirmation of event set-up and end times. *Customer must pay entire balance of their account.	*Insurance certificates for all vendors. *Layout of room set-up. *Confirmation of number of tables, chairs and equipment.

Checks are to be made payable to Palm Beach County Board of County Commissioners or PBC BOCC.

Visa, MasterCard and Discover are accepted.



South County Civic Center

Facility Rental Policy and Contract Regulations Signature Page

By my signature, I agree to comply with all rules, regulations, laws and ordinances of Palm Beach County Parks and Recreation Department in regard to the rental and/or use of facilities.

Print Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

